



Linda McCulloch, Superintendent
Office of Public Instruction
Department of Education Services
PO Box 202501
Helena, MT 59620-2501
www.opi.mt.gov

ADVANCED PLACEMENT INCENTIVE PROGRAM

Application for Grant Funds 2006-2007
For ESEA Federal Program Title I, Part G, P.L. 107-110

PURPOSE

*It is the purpose of the **Advanced Placement Incentive Program** to expand Advanced Placement (AP) opportunities for students in low-income schools in Montana. Services under this grant include online AP and pre-AP student courses, and in-service training for middle school and high school teachers in AP and AP preparedness. A low-income school is a school with 40 percent or more free/reduced lunch eligibility, or that receives students from such a school. A low-income student is defined as one eligible for free or reduced-price lunch; eligible under Section 1124 of ESEA; or eligible to receive medical assistance under the Medicaid program of Title XIX of the Social Security Act; or from a low-income family receiving assistance under Part A of Title IV of the Social Security Act.*

APPLICANT INFORMATION

A. PRIME APPLICANT DISTRICT NAME (administrative and fiscal agent)

School District Name	L.E. Number	County Name and Number
Names of all participating schools, including private schools		

B. STATEMENT OF ASSURANCES

The Applicant District assures the Superintendent of Public Instruction that low-income school and student information provided herein are accurate and can be substantiated.

C. SIGNATURE

Authorized Representative	Date
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D. TOTAL DISTRICT FUNDS REQUESTED \$ _____

SUBMIT PAGES TWO AND THREE FOR EACH HIGH SCHOOL, MIDDLE SCHOOL AND PRIVATE SCHOOL IN THIS DISTRICT THAT WILL RECEIVE SERVICES UNDER THIS GRANT.

INELIGIBLE DISTRICTS MAY PROVIDE ONLINE COURSES FOR INDIVIDUAL LOW-INCOME STUDENTS AS HEREIN DEFINED. REFER TO PAGE FOUR.

Application due date: Grants will be awarded for the cost of allowable activities, depending on the availability of federal funds. Amendments to the application, or new applications, may be submitted at any time prior to September 1, 2007. **Grant period:** October 1, 2006—September 30, 2007.

**For each public and private school that will participate,
please complete this page and all relevant pages that follow.**

Name of School	School Address	ZIP Code
Name of Contact Person	Title	
Work Telephone No.	Fax No.	E-Mail Address

Percentage of students in this school eligible for Free/Reduced Lunch _____% (required)

E. ONLINE ACTIVITIES

ONLINE AP COURSES

ADVANCED PLACEMENT COURSE NAME	Name of Online Provider	Number of Students	Cost of Course	Cost of Required Supplemental Materials	1st Semester (check)	2nd Semester (check)	Exam Review Only
TOTALS							

PRE-ADVANCED PLACEMENT COURSE NAME	Name of Online Provider	Number of Students	Cost of Course	Cost of Required Supplemental Materials	1st Semester (check)	2nd Semester (check)
TOTALS						

Name of Other AP Online Resources, Including Exam Review	Name of Provider	Number of Teachers	Cost	Subject

Note: Online providers must register with the Office of Public Instruction. Provisions of the **Distance Learning standard, Accreditation Rules of Montana (ARM) 10.55.907**, must be met by both the school district and the online provider.

F. ESTIMATED AP AND PRE-AP TRAINING NEEDS FOR 2006-2007

Name, Dates and Location of AP Training* (When Known)	Number of Staff to Receive Training	Staff Title	Description of Training	Total Cost (When Known)
TOTALS				

Name, Dates and Location of Pre-AP Training* (When Known)	Number of Staff to Receive Training	Staff Title	Description of Training	Total Cost (When Known)
TOTALS				

*All in-service training must be provided by, or endorsed by, the College Board. Eligible training includes International Baccalaureate training.

ONLY FOR INELIGIBLE DISTRICTS

INDIVIDUAL LOW INCOME STUDENTS FROM INELIGIBLE DISTRICTS MAY TAKE ONLINE AP AND PRE-AP COURSES

(Please refer to the eligibility list on the OPI Web site at <http://www.opi.state.mt.us/AdvPlacement/index.html>).

The district certifies that the following student(s) enrolled in any of the AP or Pre-AP courses listed below are low-income individuals by the following federal definition: A low-income student is defined as one eligible for free or reduced-price lunch; or eligible under Section 1124 of ESEA; or eligible to receive medical assistance under the Medicaid program of Title XIX of the Social Security Act; or from a low-income family receiving assistance under Part A of Title IV of the Social Security Act.

Identify each student by a code number assigned by the school district for this purpose.

Student Code Number	Course Name	Provider
Student Code Number	Course Name	Provider
Student Code Number	Course Name	Provider
Student Code Number	Course Name	Provider
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Advanced Placement Incentive Program

Annual Budget

2006-2007

CFDA Number: 84.330C
Revenue Code: 4290

CONTINGENT UPON AVAILABILITY OF FEDERAL FUNDS

The budget period is July 1, 2006 - September 30, 2007. Amendments to this budget may be requested in writing any time prior to September 1 of the budget year.

Instructions: Complete items 1 through 6 in the "Proposed Budget" column. The OPI will complete the "Approved Budget 1" column. A copy of the approved budget will be returned to the district, with a copy to the clerk.

Prime Applicant District: _____ CO: _____ ☐ Elem ☐ HS ☐ K-12 LE: _____

Budget Items	Proposed Budget	Approved Budget 1	Approved Budget 2	Approved Budget 3
1. Salaries and Benefits Objects 1xx, 2xx				
2. Operating Expenses Objects 3xx, 4xx, 5xx, 6xx, 8xx				
3. SUB-TOTAL DIRECT COSTS				
4. Indirect Costs @ ____ % (See back for directions.)				
5. Equipment (\$5,000 or more per unit) Attach Details and Justification Object 7xx				
6. TOTAL BUDGET				
7. OPI Use Only: Approved By/Date				
Project No. <input type="text"/>				

After receipt of the approved annual budget, district may request funds using the Cash Advance Request for State and Federal Grant Programs.

For assistance, contact Kathleen Mollohan at (406) 444-4317, kathym@mt.gov

Example Indirect Cost Calculation

To calculate Indirect Costs on Line 4: If approved rate is 4.32% and total grant award is \$40,000 and equipment cost on Line 5 is \$5,500:

$$\frac{\text{Indirect Cost Rate}}{(1.00 + \text{Indirect Cost Rate})} \times \text{Total Award less Equipment (Line 5) } (\$40,000 - \$5,500) = \text{Line 4}$$

$$\frac{.0432}{1.0432} \times \$34,500 = \$1,428.68 \text{ (Line 4)}$$

To check, multiply the approved rate times Line 3.

Listed below are basic accounting codes from the Montana School Accounting Manual which are primarily used for budgeting and reporting. Account codes that do not appear on this listing may be discussed with your program accountant, Jurenne Fuchs, 444-2560, so that uniform budgeting can be maintained. Each fund number should be preceded by a 1, 2 or 3 to designate levels as elementary, high school or cooperative respectively. All digits for each account code must be used exactly as shown.

Level	Fund	Program	Function	Object
___	XX	XXX	XXXX	XXX

Expenditures from monies received through this funding source are primarily in the following categories.

Budget Code	Code Description
__15-429-1XXX-122	Substitute teachers for inservice training or special projects of the APIP program.
__15-429-1XXX-150	Stipends for teachers in conjunction with training and follow-up activities.
__15-429-1XXX-582	<p>Travel Out-of-District/Inservice Training. Expenditures for transportation, airfare, meals, per diem, hotel, registration fees, and other expenses associated with staff travel outside the school district for inservice training or other professional development activities such as serving on an advisory committee. Travel outside the school district related to student extracurricular activities and athletics is included here.</p> <p>Expenditures for inservice training conducted by the district are also recorded here. These expenditures include room rentals, supplies, name badges, printing, postage, coffee, and refreshments. Fees, honorariums and related expenses such as travel, motel, etc., for speakers are included here.</p> <p>This object should be used with function 2213 Instructional Staff Development Services or other functions as appropriate.</p> <p>Miscellaneous Program Fund 15 should be used to account for inservice training conducted by a host district for other school districts which reimburse the host district for costs relating to the inservice.</p>
__15-429-1XXX-610	Consumable and Nonconsumable Supplies. Expenditures for workbooks and manuals required for teacher inservice training and student workbooks to be used in conjunction with on-line or distance learning delivery of AP courses.